

MONTANA STATE PRISON
EXTERNAL/INTERNAL POSTING

Job Title: Administrative Officer (Grievance Coordinator)	Pay Band: 5, \$13.883 - \$17.35/hour
Position Number: 11030	Bargaining Unit: None
Classification Code: 131915	Status: Permanent/Full- time
Department: Dept. of Corrections	Shift: 8 a.m. to 4:30 p.m.
Division: Montana State Prison	Days off: Sat./Sun.
Location: Deer Lodge, MT	Supplement required: No

To Apply: Submit a State of Montana Application form to Montana State Prison, Personnel Office, 600 Conley Lake Road, Deer Lodge, MT 59722. Applications must be received by June 6, 2008.

Typical Duties: This position will act as a central receiving agency, initial investigator and record keeper regarding inmate complaints. Responsible for continuous review of the Inmate Grievance Policy, adherence to time frames and monitoring the grievance process for effectiveness; prepares first level responses to grievances relating to institutional policies and procedures; monitors the process when complaints are directed at specific staff or departments insuring the complaint is responded to in time and that the complaint is adequately and accurately tracked; grants and monitors all extensions; performs general administrative duties for implementation of the policy; insures all staff and inmates are familiar with the policy; coordinates activities of the Grievance Advisory Committee.

Qualifications: Thorough knowledge of administrative procedures, management methods, and systems research and analysis procedures. Ability to conduct research, propose corrective actions and implement same; ability to establish and maintain effective working relationships with agency department heads and supervisors; and ability to communicate effectively verbally and in writing. Must be skilled in conflict resolution and alternative resolution practices. Must have the ability to coordinate activities of groups of people; to reach fair and impartial decisions; and to work with people of varied educational backgrounds.

Education & Experience: The necessary qualifications are typically acquired through a combination of education and experience equivalent to a Bachelor's Degree and one - two years of job related experience. Other combinations of education and experience will be considered on an individual basis.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Compensation: This position is classified as a Band 5 on the state's general

pay matrix. The current hourly salary is \$13.883 - \$ 17.353. Full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employees' Retirement System, 15 working days annual leave, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay per year.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406) 846-1320.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include an evaluation of the State of Montana Employment Application; a structured interview; a performance test; reference checks and a background investigation. Application materials required are: Signed and complete State of Montana Employment Application.

A panel of job experts will review the application materials. Applicants will be notified of further selection procedures. If the hiring authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted.

An overall score of 70 percent must be attained on qualifications and capabilities, if evaluated, in order to be considered for employment. If there are no qualified applicants for the position or a passing score is not met, a Training Assignment may be considered based on individual qualifications.

All promoted employees will be subject to a minimum 6 months trial period. The latest performance evaluation will be reviewed and may be used to exclude an applicant from consideration.

Tuberculosis testing is mandatory. Montana State Prison is a tobacco free institution.

This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Late, incomplete or unsigned applications will be rejected as incomplete and will not be considered.

DEPARTMENT OF CORRECTIONS
Reference and criminal background check authorization form

Applicants Name: _____
(please type or print)

Other Names Used: _____

Social Security Number: _____ Date of Birth: _____

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record.

I hereby authorize the Department of Corrections to contact any or all of my present or past employers and/or personal references. I also authorize the Department to conduct a criminal background check via a law enforcement agency and an abuse, neglect or mistreatment check through the Department of Public Health and Human Services. I release the Department, these employers and/or references from any liability, which may relate to the information provided to the Department of Corrections. I understand that the purpose of this background check is for employment purposes only.

Have you ever been convicted of Domestic Abuse, either a Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

This authorization shall be valid and effective for one year from the date signed.

Applicant's Signature: _____ Date: _____